



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 22-39		
Business Title: Administrative Assistant		State Classification: Administrative Assistant V
Salary Group: A17	Salary: \$3,081.34-\$4,866.58 (month) \$36,976.00 - \$58,399.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 12/10/2021	FLSA Status: non-exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Information Technology		Program: Information Technology

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs highly advanced (senior-level) administrative support for various sections within the Information Technology Division. Work involves coordinating the dissemination of information, developing filing systems, and coordinating internal administrative support work. Reports directly to the Chief Information Officer and works closely with department managers and leads. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Processes and manages complex contracts and serves as the department contract manager.
- Prepares and submits purchased requisitions for department and manages receiving process
- Reviews, Reconciles, and submits monthly bills for payment
- Takes inventory of IT equipment, peripherals, etc.
- Processes budget transfer requests
- Assists management with tracking and monitoring budget
- Acts as a staff liaison regarding grant and contract inquiries on general rules, regulations, policies, and procedures.
- Coordinates and performs general office duties such as retrieving supplies, maintaining the Division's contract filing systems, and answering and routing phone calls and written communications.
- Works closely with the CIO to include managing schedules, setting up meetings and providing meeting support when needed
- Assists department managers with contract workload and other administrative duties.
- Responds to inquiries regarding technical programs or administrative regulations, policies, and procedures.
- Compiles and edits data in charts, graphs, and databases, and prepares summaries or reports
- May serve as a lead worker providing direction to others.
- Performs related work as assigned.



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MINIMUM QUALIFICATIONS:

Two (2) years experience in administrative support work with an emphasis on solid skills of writing, proofreading, and attention to detail while reviewing documents. Demonstrated experience in sensitive, confidential, communications (oral and written) is required, as is demonstrated experience in precise and confidential communications and working with diverse staffing levels. A Bachelor's degree in public administration, Computer Science or government is required. Two years of experience may substitute for two years of education.

Strong procurement and organizational skills are highly desired

Must complete CTCM certification within 6 months

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of office practices and administrative procedures.
- Knowledge of logistics, procurement and/or contracting preferred.
- Skilled in the use of standard office equipment and software.
- Ability to implement new administrative systems and procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; to communicate effectively; to maintain confidentiality and serve as a lead worker providing direction to others.

Interview Requirements

Selected candidates will have to complete an oral interview (remote).

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 15P Aviation Operations Specialist, AZ Aviation Maintenance Administrationman, 641X LDO-Administration, 360 Yeoman, 018 Personnel Administration (Warrant), 0100 Basic Administrative Marine, 0102 Manpower Officer, 3A1X1 Administration, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Incomplete applications will not be considered.

Conditions of Employment:

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
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Office 512-463-3433



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Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 14978137

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